

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEGE07067370

Opening Date: June 21, 2007

Closing Date: June 27, 2007

Position: Purchasing Agent, GS-1105-9/FPL: 09

Salary: \$46,041 - \$59,852 Annual

Place of Work: US Army Engineer District, Baltimore, Contracting Division

Duty Station: Baltimore, Maryland

Position Status: This is a Permanent position. -- Full Time

Number of Vacancy: 1

DEPARTMENT OF ARMY RANKED ONE OF THE TOP TEN FEDERAL WORKPLACES FOR 2007!

Duties: You will purchase specialized services, construction, specially manufactured items, & professional studies. Purchases may involve negotiation of awards & administration of bilateral agreements for professional studies; agreements that are not normally used (e.g. liability, warranty services, inspection at other than destination); administration of purchases that require extensive monitoring & oversight to resolve complex problems (e.g. protests, claims, terminations, substantial modifications, & progress payments); or development & selection of criteria & technical ranking factors for purchases with a variety of requirements. Assist supervisor in administering & monitoring supply contracts. Negotiate price, hours, & disciplines with technical personnel, interpreting policy, resolving conflicts, & verbally committing agency to a course of action. Perform duties of Alternate Agency Program Coordinator for the Baltimore District VISA International Merchant Purchase Card (IMPAC) Program.

About the Position: This position is located at the Department of the Army, U.S. Army Corps of Engineers, Baltimore District, 10 South Howard Street, Baltimore, MD 21201.

Who May Apply:

- Current Army employees with competitive status (includes Army employees serving on a career or career-conditional appointment).

Qualifications:

SPECIALIZED EXPERIENCE: Qualified candidates for this position must show in their resume that they have training or experience in the following areas: (1) Knowledge of specialized purchasing methods and complex purchasing procedures. (2) Ability to negotiate and award bilateral purchase orders for professional studies or for the

manufacture of unique items. (3) Knowledge and ability to administer purchases involving extensive monitoring and oversight to resolve complex problems such as protests, claims, or terminations.

NOTE: Applicants should provide the following within their resume: Most recent performance ratings, relevant training and awards history and Defense Acquisition Workforce Improvement Act (ACT) Level 1 Certification information.

GS-06 and above: One year of experience directly related to the occupation and equivalent to the next lower grade level. Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Other Information:

- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf
- Permanent Change of Station (PCS) expenses are not authorized.

Other Advantages: The Baltimore District Contracting Division is flexible with the accommodation of commuter concerns. You may pay for parking or use commuter services such as the bus, light rail, subway, commuter trains, and other forms of transportation. The District provides a subsidy for those who elect to use public transportation. The Contracting Division supervisors may approve options to work flex time or adjusted work schedules.

Other Requirements:

- Personnel security investigation required.
- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- Defense Acquisition Workforce Improvement Act Career Field Position.
- This is an Army Acquisition, Logistics and Technology Workforce position. Selectees must meet position requirements for certification at Level 1 in Acquisition Career Field Purchasing within 24 months of entrance on duty.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is required.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

HOW TO APPLY:

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

RESUME:

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on **Build A Resume / Review Status**. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

SELF NOMINATION:

If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board

<https://cpolwapp.belvoir.army.mil/public/vabSelfNom/index.jsp> , scroll down to the bottom of the page and key (or cut and paste) the announcement number into the Search - Announcement field, select the announcement and go to the bottom and click on SELF NOMINATE. The form will appear that you need to complete to submit your self nomination.

Click here to use the [Army Resume Builder](#) - <https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=rb> - to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- Announcements close at 12:00am (midnight) Eastern Time.

Point of Contact:

Central Resume Processing Center, 410-306-0137, aplicanthelp@cpsrxtp.belvoir.army.mil

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.